

Human Resource Director

The Town of Scituate (population 18,000, summer 30,000) seeks qualified applicants for the newly created position of Human Resources Director. Duties include the planning, implementing, and coordination of human resource functions for town employees. These duties involve personnel hiring, policy development, collective bargaining, and coordination of all employee relations programs. Serves as ombudsperson for personnel to insure appropriate municipal services are being provided. Ensures compliance with applicable state, federal, and local personnel laws and regulations; insures compliance in the administration of collective bargaining agreements. Minimum qualifications require Bachelor's Degree with six or more years progressively responsible work in field of human resources, preferably in a municipal setting. Collective bargaining experience is required. Competitive salary DOQ and excellent benefits. For a copy of the job description go to www.scituatema.gov. Cover letter, resume and completed town application to Sheila Manning, Office of the Town Administrator, 600 Chief Justice Cushing Highway, 02066. Position open until filled, preference given to application received before May 15. AA/EEO.